

Job Title:	<b>Master Patrolman (Operations)</b>
Job Description Number:	<b>1207</b>
Department/Division:	<b>Police</b>
Exemption Status:	<b>Nonexempt</b>
Pay Grade:	<b>P4.1</b>
Immediate Supervisor:	<b>Police Sergeant</b>
Normal Work Schedule:	<b>Varies</b>

**Brief Description of the Job:**

Respond to calls for service, report findings and take appropriate action to resolve issues. Investigate crimes and employ crime reduction/prevention techniques situationally. Conduct follow up investigations. Must be qualified to serve as a Field Training Officer. Act as liaison between community and municipal government. Assist their assigned Sergeant in normal supervisory duties which will provide actual experience prior to promotion to Sergeant. Perform additional functions as directed by supervision.

**Essential Functions:**

**Call Response (40%):** Responding to calls for service received through police communications and appropriately documenting results and taking appropriate action such as arrests.

**Patrol Assigned Area (20%):** Conduct foot and vehicle patrol, visual and auditory awareness of beat area, interact with citizens and businesses.

**Assist Sergeant with Limited Supervisory Duties (15%):** End of Phase reports for recruits, review and approve reports, conduct roll-call, serve as supervisor in the absence of the Sergeant, conduct inspections (Vehicle/Line), demonstrate progressive levels of responsibility and initiative, serve as a Career Mentor.

**Conduct Follow up Investigations (10%):** Analyze situation, interview suspects, victims and witnesses, review evidence, take appropriate action such as make arrests, issue warrants/tickets, complete additional paperwork.

**Prosecute criminal cases in court (10%):** Understand laws and ordinances, employ appropriate court procedures, file correct documents such as warrants and tickets, organize supporting documentation for case.

**Act as liaison between municipal government and society (5%):** Interact with citizens and community groups. Attend community meetings and functions. Offer services such as safety talks and security surveys.

Other duties and responsibilities as assigned.

## **Physical Demands**

**Overall Strength Demands:** Medium: Include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

**Physical Demands:** Continuously requires vision, hearing, and talking. Frequently requires standing, reaching, fine dexterity, handling, walking, using foot controls, balancing, carrying, bending, and sitting. Occasionally requires crouching, kneeling, twisting, and lifting. Rarely requires climbing, crawling, and pushing/pulling.

**Machines, Tools, Equipment, and Work Aids:** Firearms, baton, taser, handcuffs, computer, radio, patrol vehicle, phone, mobile camera

**Computer Equipment and Software:** Mobile data terminal, desktop computer

## **Working Conditions**

**Overall Working Conditions:** Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Monthly exposure to wetness and/or humidity, noise and vibration, and physical danger. Seasonal exposure to extreme temperatures.

**Health and Safety:** Daily exposure to physical danger or abuse from suspects. Weekly exposure to mechanical hazards. Seasonal exposure to electrical hazards and communicable diseases.

**Primary Work Location:** Vehicle, Outdoors

**Protective Equipment Required:** Body armor, gloves, hazmat suit

## **Non-Physical Demands**

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires tedious or exacting work.

## **Job Requirements**

**Formal Education:** High school diploma plus six months to one year of advanced study or training through the Criminal Justice Academy/FTO program/completion of probationary period is required. Associates, Bachelors, or Master's Degree preferred.

**Experience:** Over five years' experience as a Certified Police Officer with the City of Greenville is required. Previous law enforcement or Military experience preferred.

**Driver's License Required:** South Carolina Class D license.

**Certifications and Other Requirements:** Previous status as Police Officer III or Corporal, completion of 45 credits as outlined in Department Promotion Policy, completion of Field Training Officers course, and mandatory session with career mentor.

### **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias. Requires the ability to read policy and procedure manuals and code of laws.

**Math:** Basic Level: Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division).

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Element of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact of action.

**Management and Supervision:** Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Advanced Application: Affects accuracy of multiple projects.

### **Freedom to Act and Impact of Action**

Receives General Direction. The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Work has a significant impact of action.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.